

State of New York
County of Fulton
Town of Caroga

Minutes of the Regular monthly Caroga Town Board meeting held Wednesday January 9, 2008 at the municipal building located at 1840 State Highway #10 at 7:00 pm. The flag salute was held at the beginning of the meeting. At 7:00 pm Supervisor Gifford called the meeting to order with the following persons in attendance by Roll Call:

Supervisor Gary Gifford Sr. - Here
Councilman Ralph Palcovic - Here
Councilman Robert Sprung - Here
Council Member Valerie Scribner - Here
Councilman Robert Sullivan - Here

Other town officials in attendance were Howard Dutcher – Dog Control Officer, Mike Heberer – Code Enforcement Officer, Joseph Insogna – Highway Superintendent, Katherine Hillock - Assessor, and Attorney Skoda arrived at 7:15 pm. There were 12 members of the public in attendance.

Supervisor Gifford asked for public comment at this time.

Mr. Altizio asked if there were any plans to put the minutes online. The Webmaster will be contacted. Councilman Palcovic noted that it would lag 30 days until the minutes are approved. Supervisor Gifford agreed that this was doable.

Supervisor Gifford noted there were some add on(s) to the minutes of the reorganizational meeting. 1) The town clerk's salary was not read into the minutes \$27,253.00.
2) The Chairman for Board of Elections is paid \$25.00 not \$10.00 as listed.
3) The term attorney to the town and town attorney were used in the minutes. Attorney to the Town is the correct title Res. 2008-03 was changed.

Council Member Scribner questioned the titles for Linda Gilbert whereby they were listed in the minutes as Town Clerk/Tax Collector – Registrar, and Records Management Officer. These duties are not new and the county is aware of the titles.

Council Member Scribner asked if the County did any titles for Lori Ann Lewis for On Site Deputy to the Assessor. Supervisor Gifford responded, “Deputy is not acceptable at the county level. I think it was assistant I believe is what they want it to register at.” Councilman Palcovic stated that was not what the resolution was. “The resolution says Deputy.”

Council Member Scribner questioned the titles of Zoning & Planning Board Clerk. Linda Gilbert responded that resolution #37-2001 was passed on March 14, 2001 establishing the position of Secretary to the Planning Board and resolution 2002-14 was passed on February 13, 2002 creating the title of Planning and Zoning Board Clerk.

The salary to the mechanic should have read \$14.60.

Attorney Skoda arrived at this time.

Council Member Scribner noted that in resolution #2008-03 the salaries of Town Board members should have been an \$89.00 increase the correct amount rounded up is \$3,044.00 per person.

Councilman Palcovic wanted to leave it if anymore errors are determined “we can come through that on a case by case basis in the future with the budget director.”

Supervisor Gifford asked for a motion to accept the corrections, a motion was made by Council Member Scribner to amend the minutes of the reorganizational meeting as stated. Councilmember Sullivan seconded the motion. Unanimously approved.

Department Reports:

Highway - Mr. Insogna noted that he is on the committee with Supervisor Gifford for the salt and sand storage building. He has had a number of people call him with information. He will get a package together. He stated that they were shopping for some land.

Supervisor Gifford noted that the board is exploring all the alternates. He noted that a liquid solution is put down on the highway, which is superior and cost efficient and environmentally friendly. He thought all options should be examined before the town puts up a storage facility.

It was asked if the product is corrosive, and it was noted that there are still infrastructure costs. (State permits, tanks, application training)

Code Enforcement & Sanitation – Mr. Heberer submitted a report to the board. YTD two building permits have been issued and one sanitation permit. He is currently working on his year-end report so that he can meet with the assessor. There are six individuals that will be receiving invitations to see the judge.

Dog Control – Mr. Dutcher reported that he answered two calls for the month.

Golf Course – Mr. Jennings submitted a copy of his Commercial Pesticide Applicator License.

BTI – no report

Weeds – no report

Youth - no report. Supervisor Gifford noted, in a letter dated January 2, 2008 Charis Gray Director of the Youth Bureau notified the town that \$558.00 was approved for our recreation program. Funds for the youth service program have also been approved in the amount of \$1,471.00. The final approval must come from the Office of Children and Family Services.

Clerk/Registrar - no report

Assessor's Report - Mrs. Hillock welcomed the new supervisor and councilman. She and Loriann are working on parcel tax exemptions for senior citizens, which is a low-income exemption. They have found three errors. There was a discrepancy on how it was calculated last year. Letter were sent out to the senior citizens telling them they need to get back to the assessors office. They want to make sure that everyone is getting what they are entitled to.

Councilman Sprung made a motion to waive the reading of the minutes of the December meeting Council Member Scribner seconded the motion. Adopted by the following roll call vote:

Councilman Palcovic - aye
Councilman Sprung - aye
Council Member Scribner - aye
Councilman Sullivan - abstained
Supervisor Gifford - aye

Supervisor's Report

The Board discussed utilizing the automated phone system at town hall. Mr. Heberer noted that phone calls could be routed directly to the person intended to receive the call. Councilman Palcovic thought it provided a better customer service. The town clerk and Councilman Sullivan agreed that the public hates an automated system. The board decided to try the automated answering system again for a trial basis of 3 to 6 months. Mr. Heberer will follow up on this.

The highway pager is malfunction. It was thought that there was a portable radio at the highway barn. The highway inventory will be looked at. Mr. Insogna will get the pager repaired or replaced.

In a letter dated December 31st, 2008 from the NYS Association of Towns the town board was asked to select delegates for their annual meeting on Feb. 20th 2008. It was noted that James and Thelma Subik regularly attend this meeting to meet their annual training requirements.

RESOLUTION to appoint delegates to represent the town at annual meeting 2008-007

Offered by Councilman Sprung

Seconded by Councilman Sullivan

WHEREAS, the Caroga town board held its regular monthly meeting on Wednesday January 9, 2007 and

WHEREAS, the Caroga Town Board did discuss selecting voting delegates for the Associations of Towns Annual Conference held in New York City February 17 – 20, 2008, and

WHEREAS, Caroga Town Justice James Subik and Court Clerk Thelma Subik will be attending the conference, now therefore be it

RESOLVED, That the Caroga Town Board does hereby move to name James Subik as a voting delegate and Thelma Subik as alternate.

Adopted by the following vote:

Supervisor Gifford	- aye	Councilman Palcovic	- aye
Councilman Sprung	- aye	Council Member Scribner	- aye
Councilman Sullivan	- aye		

Supervisor Gifford has a meeting scheduled for Friday with the town's insurance agent William Van Gorder.

Supervisor Gifford met with Mr. Fenzl on two occasions. Mr. Fenzl brought the new supervisor up to date and has full documentation on the work he has been doing.

Supervisor Gifford met with Tammy Warner, a representative of NBT Bank, today she brought him up to date on the investments the town has with them and services they could offer the town. He doesn't think it is a bad idea to look around and see if we can get more without any costs yet get the personal attention NBT gives us.

Supervisor Gifford found a letter dated December 19, 2007 from Department of Environmental Conservation, Office of Environmental Quality. "A review of our records indicates that the town has neither submitted, the monitoring results and has not conducted a post closure monitoring and maintenance activities. If you have the results please submit the copies to me." Supervisor Gifford contacted the company that has been doing the towns testing. The monitoring is conducted twice a year. This is a 30-year post-monitoring program.

New Business:

Annual Contract with Fulton County Planning Dept. – terms of the contract: The town shall compensate the county in an amount not to exceed \$1,500.00 in 2008 for planning services. The county shall provide the first ten hours of service at no cost to the town.

RESOLUTION to sign the contract with Fulton County Planning Department #2008-008

Offered by Councilman Palcovic

Seconded by Councilman Sprung

WHEREAS, the Caroga Town Board held its regularly monthly meeting on Wednesday January 9, 2008, and

WHEREAS, the Town Board did examine the agreement and is desirous of the county to provide planning services with regard to land use and general planning services for 2008 and

WHEREAS, the entire agreement which is on file in the clerks office is comprised of Articles I –Planning Services, II Compensation, III Record Keeping & IV Miscellaneous, with a signature page and a copy of County Resolution #582 dated December 10th 2007 attached, now therefore be it

RESOLVED, that the Caroga Town Board does hereby move to have Supervisor Gary W. Gifford Sr. sign said contract after which time the contract is to be reviewed and if approved, signed by Town Attorney Edward F. Skoda.

Adopted by the following vote:

Supervisor Gifford - aye
Councilman Palcovic - aye
Councilman Sprung - aye
Council Member Scribner - aye
Councilman Sullivan - aye

Old Business

Council Member Scribner discussed with Mr. Jennings the need for signs on state highway 10 alerting drivers of the golf course. An appointment will be made to meet with DOT in Utica. Supervisor Gifford notes he has had experience with this in the past.

Council Member Scribner noted a problem with the meter on the gas pumps at the town barn. Highway Superintendent Insogna has called Shepard Oil to repair this.

Supervisor Gifford recommended that someone be there when the town receives fuel deliveries. He related a story from a state auditor of an incident when someone was shorted. It was noted that they do not deliver at the barn after hours.

New Business:

Councilman Sullivan asked about the security of the building. He asked when the last time the locks were changed and if we knew who had keys. Supervisor Gifford has heard there are a lot of keys out there, but he does not know who has them. If and when new locks are installed it was suggested that the keys be stamped not to be duplicated. Several Board members do not have keys.

Councilman Sullivan recommended doing an exterior door key change over and also the doors between the two buildings. Supervisor Gifford is not sure the previous supervisor turned in his key to the building. Supervisor Gifford will make a list of those to receive keys. The police agencies are to be included.

Council Member Scribner suggested having the committee reports on the next month's agenda.

Supervisor Gifford desires to purchase a computer for his office.

RESOLUTION to purchase a computer for the supervisors office #2008-009

Offered by Councilman Palcovic

Seconded by Councilman Sullivan

WHEREAS, the Caroga Town Board held its regularly monthly meeting on Wednesday January 9, 2008, and

WHEREAS, the Town Board did discuss the need for the town supervisor to have access and use of a computer for town business, now therefore be it

RESOLVED, that a computer shall be procured on state contract price or best competitive market price.

Adopted by the following vote:

Supervisor Gifford - aye
Councilman Palcovic - aye
Councilman Sprung - aye
Council Member Scribner - aye
Councilman Sullivan - aye

Supervisor Gifford reviewed his committee assignments:

Buildings and Grounds – Councilman Sullivan and Councilman Palcovic
Salt & Sand – Supervisor Gifford, and Highway Superintendent Insogna
Park Creation - Council Member Scribner and Councilman Sprung
Golf Course – Supervisor Gifford and Council Member Scribner
Cell Service – Chris Ackerknecht, Council Member Scribner, and Frank Malagisi
DEC Landfill monitoring - Supervisor Gifford

Correspondence:

Association of Towns Designation of Delegates & Resolutions –Board members received copies.
Adirondack Park Agency 2006 Annual Report is on file in the Clerk’s office.
FC Dept of Solid Waste Holiday 1/21/08 Caroga Transfer closed -open Tuesday 7 – noon.
Email from Doug Simek with a map of N Shore W Stoner Lake. Highway Superintendent has responded to this correspondence.
Attorney Ferlazzo notes Herms trial is on the calendar for 1/22/08.
NYS Assoc. of Conservation Commissions newsletter.
Nick Stoner Seniors will meet once a month Jan., Feb., & March on the 3rd Tuesday of the month.

Resolutions:

RESOLUTION to allow ZBA members to attend training #2008-010

Offered by Councilman Sullivan

Seconded by Councilman Sprung

WHEREAS, the Caroga Town Board held its regular monthly meeting on Wednesday January 9, 2008 and

WHEREAS, at the year end meeting the Caroga Town Board did appointed a new member and an alternate to serve on the Zoning Board of Appeals, and

WHEREAS, effective January 1, 2007 per Chapter 662 of the Laws of 2006 a law requiring a minimum of four hours of training be received by municipal planning and zoning officials each

year took effect and resolution #2007-070 was passed on October 10, 2007 implementing said law in the Town of Caroga, now therefore be it

RESOLVED, that the Town Board does hereby move to allow Douglas Purcell ZBA member and James Selmsler alternate ZBA member to attend an upcoming training sponsored by the Saratoga County Planning Board 50 West High Street Ballston Spa NY 12020 for a fee of \$40.00 for registration per person plus mileage on January 30, 2008.

Adopted by the following vote:

Supervisor Gifford - aye
Councilman Palcovic - aye
Councilman Sprung - aye
Council Member Scribner - aye
Councilman Sullivan - aye

Resolution for Newly elected official to attend training #2008-011

Offered by Council Member Scribner

Seconded by Councilman Sprung

WHEREAS, the Caroga Town Board held its regular monthly meeting on Wednesday January 9, 2008, and

WHEREAS, the NYS Assoc. of Towns sponsored a three day training in Albany on January 7 – 9th 2008 for newly elected official, now therefore be it

RESOLVED, that the Caroga Town Board does hereby move to allow Councilman Robert Sullivan to attend the training in Albany and be it further resolved that the board shall approve the costs associated with said training.

Adopted by the following vote:

Supervisor Gifford - aye
Councilman Palcovic - aye
Councilman Sprung - aye
Council Member Scribner - aye
Councilman Sullivan -

RESOLUTION for officials to attend Association of Towns conference #2008- 012

Offered by Council Member Scribner

Seconded by Councilman Palcovic

WHEREAS, the Caroga Town Board held its regular monthly meeting on Wednesday January 9, 2008, and

WHEREAS, the Caroga Town Board did discuss which officials were planning to attend the Annual Association of Towns conference in New York City February 17 – 20, 2008 and

WHEREAS, Justice James Subik and Court Clerk Thelma Subik have expressed an interest in attending so that they may meet their annual training requirements, now therefore be it

RESOLVED, that the above named officials are hereby authorized to attend the training with the costs associated being drawn from A1110.4 Justice line items in the 2008 budget.

Adopted by the following vote:

Supervisor Gifford - aye
Councilman Palcovic - aye
Councilman Sprung - aye
Council Member Scribner - aye
Councilman Sullivan - aye

Councilman Sprung made a motion to pay the bills as presented for audit, accept the minutes of the December 12th, Dec. 28th & Jan 2nd meetings. Council Member Scribner seconded the motion. All board members were in favor of the motion, so carried.

Councilman Palcovic asked the Assessor about the response back from the Assessment Review Board so that a date can be selected in order to get a Local Law in place to change the date of the 2008 Grievance Day. Mrs. Hillock responded that she sent out letters and will follow up with the board members.

At 7:55 pm Supervisor Gifford made a motion that the board recess for the purpose of going into executive session “for the discussion of the appointment and employment of personnel.” Councilman Sprung seconded the motion. All board members were in favor of the motion, so carried.

At 8:15 pm Supervisor Gifford made a motion to exit from the executive session.

Councilman Sullivan asked about the BTI laptop computer. Councilman Palcovic said it violated purchase procedure and that the Budget director and supervisor were to issue informal corrective action. It was noted that the laptop should be put on the town’s asset inventory list.

The Glenn Harris Memorial Park project will have to be put out to bid again.

Supervisor Gifford noted that Tammy from Key Bank in Fultonville was involved in putting up a pavilion and he suggested contacting her for information.

At 8:23 pm Councilman Palcovic made a motion to adjourn. Councilman Sullivan seconded the motion. All board members were in favor of the motion, so carried.

Respectfully Submitted,

Linda M. Gilbert – RMC
Caroga Town Clerk